

TRANSFER OUT CHECKLIST for C Cases - IAP cases (4/8/2002)

ACTION	OK?	COMMENTS
Update all data for case <ul style="list-style-type: none"> Be sure all activity shows on card, such as determination, disposition, closing, closed case report, notes, as applicable Be sure that the “investigation complete” box for any Regional determination has been checked 		
Remove the case from every case group Be sure there is a reopening (from original transfer) and original closing UNASSIGN Region’s agent in a merit or deferral case, using closing date		
Enter closing action (Will be second closing) Closing date for IAP transfers in a <ul style="list-style-type: none"> a <u>merit</u> case, is the regional determination date a <u>deferral</u> case, is the appeal expiration or appeal determination date a <u>withdrawal</u> case, is the date w/d approved a <u>dismissal</u> case, is the <u>DAY AFTER</u> the appeal expiration or appeal determination date Method of closing in IAP cases: <ul style="list-style-type: none"> For <u>deferrals</u> or <u>merit</u> cases, select “Transferred” For <u>others</u>, select “withdrawal, adjusted, or dismissed”, as appropriate for the type of closure Enter Timing , as appropriate		UNASSIGN AGENT in merit or deferral
On the <i>Case Transfer window</i> , Transfer tab, <ul style="list-style-type: none"> the Request Date is the closed date Transfer Reason is “other” Transfer Type is “Interregional Assistance Program” New Case Number is same as the original case number for IAP returns. Be sure to use 3 digit suffix, as “001, 002, 003” On Case File tab, enter date physical file is mailed On Transmit Data tab, the transfer out date in IAP cases is the closing date - <ul style="list-style-type: none"> For withdrawals - the date w/d approved For dismissals - the <u>DAY AFTER</u> the appeals expiration or appeals determination date For deferrals - appeal expiration or determination date For merit cases - date of transfer and closing date is the regional determination date Transfer Data -		
Check with receiving Region that transfer successful		